

**WIOA
ELIGIBLE TRAINING PROVIDER
HELP GUIDE**

**NEW PROVIDER
REGISTRATION**

Revised 12/04/2018



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COMMON ACRONYMS AND ABBREVIATIONS

Below is a list of commonly used acronyms within the Tennessee Department of Labor and Workforce Development as it pertains to this document.

AJC	American Job Center
CIP	Classification of Instructional Programs
DPSA	Division of Postsecondary School Authorization
ETPL	Eligible Training Provider List
ITA	Individual Training Account
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
SACS	Southern Association of Colleges and Schools
TAA	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
TICUA	Tennessee Independent Colleges and Universities
THEC	Tennessee Higher Education Commission
TDLWD	Tennessee Department of Labor and Workforce Development
WIOA	Workforce Innovation and Opportunity Act of 2014
VOS	Virtual Office Systems

ETPL OVERVIEW

As part of the infrastructure to carry out the mandates of the Workforce Innovation and Opportunity Act of 2014 (WIOA), states are required to maintain a list of training providers and programs that are certified to receive students using WIOA funds. WIOA students are only permitted to use their Individual Training Account (ITA) funds in programs that appear on the Statewide Eligible Training Provider List (ETPL).

All of the institutions and programs that comprise the Statewide ETPL have been approved by a Local Workforce Development Board (LWDB) in Tennessee. Each of Tennessee's 13 LWDBs make initial eligibility decisions regarding what programs to add to the ETPL. After the LWDB makes the initial eligibility decision, subsequent eligibility decisions are made on an annual basis by the Tennessee Department of Labor & Workforce Development (TDLWD) based on institutional performance data.

All of the institutions that appear on the Statewide ETPL are required to supply individual level data. This information is to be submitted within Quarterly Performance Reports. These quarterly reports are later used to compile the WIOA Annual Subsequent Eligibility Report.

PERSPECTIVE TRAINING PROVIDER APPLICATION

This document is to aid a perspective institution through the steps in completing and submitting a new provider application. Prior to submitting an application, your institution must meet the required state approval to be considered for placement onto the *Eligible Training Provider List (ETPL)*. This means an institution is required to have the authorization to operate in the State of Tennessee by a state authorizing or governing body. **This applies to in-state and out-of-state institutions.** Examples of such entities are the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), and the Southern Association of Colleges and Schools (SACS).

QUARTERLY REPORTS

- All approved ETPL providers are responsible for submitting quarterly report information to the state office. The provider's contact person will be emailed and provided the following documents and information:
 - Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
 - Blank Quarterly Report Template

- All training providers that appear on the ETPL are required to submit data quarterly to the TDLWD in the form of a quarterly report.
- Quarterly Report Formatting Instructions to aid in completing your quarterly report.
- Exemption Claim Form to be used for quarterly report submission until a WIOA student enrolls at your institution. After the enrollment of your first WIOA student you will begin to submit quarterly reports.

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<https://www.tn.gov/thec/topic/authorized-institutions-data>

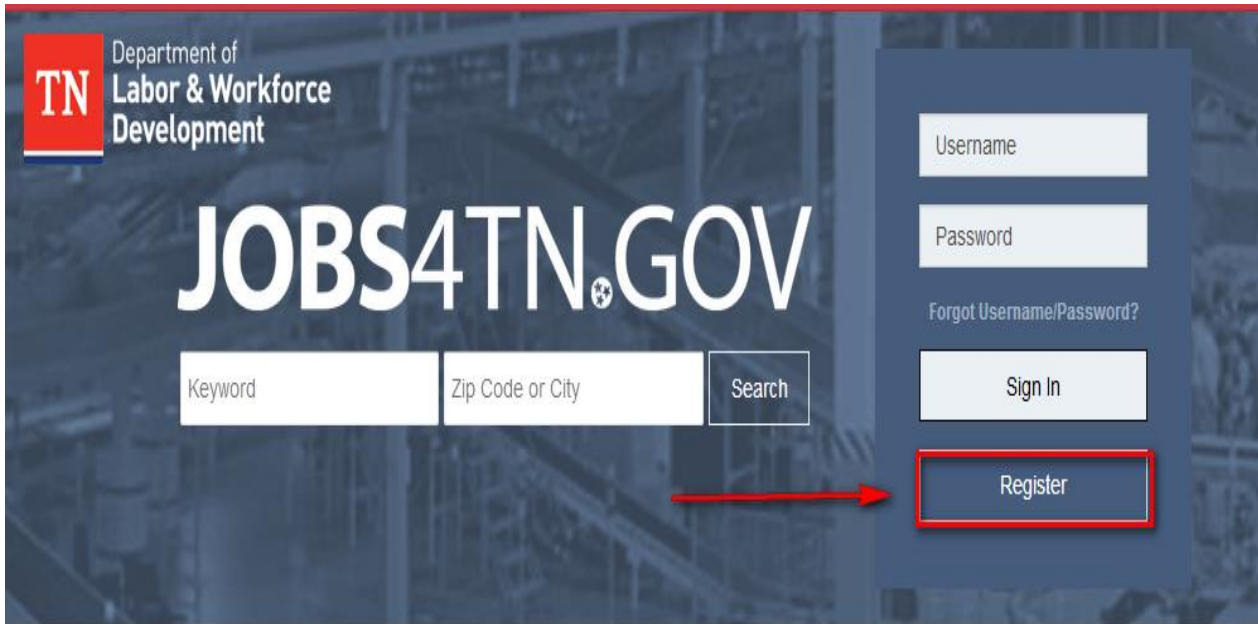
REGISTERED APPRENTICESHIP PROGRAMS

The Workforce Innovation and Opportunities Act of 2014 supports the use of Registered Apprenticeship programs. So much so that Registered Apprenticeship programs are allowed automatic inclusion onto the ETPL. You must be registered under the Act of August 16, 1937 most commonly known at the National Apprenticeship Act. To be included on Tennessee's ETPL, you must indicate your interest in by simply registering at www.jobs4tn.gov. Use the below guide to aid you in completing the information within the application. Please submit documentation verifying your current status as a Registered Apprenticeship to your LWDA using the contact information found on pages 23-25.

STEPS TO REGISTER

Step 1: Access the Log In Page – <https://www.jobs4tn.gov>

If you are an individual who needs online access for an existing provider or would like to submit an application to become an eligible training provider, you will need to register by clicking the “Register” link found under the sign in box on the jobs4tn home page as seen below.




The screenshot displays the homepage of JOBS4TN.GOV. In the top left corner, the logo for the Department of Labor & Workforce Development is shown. The main heading 'JOBS4TN.GOV' is prominently displayed in the center. Below this heading, there are two input fields: 'Keyword' and 'Zip Code or City', followed by a 'Search' button. On the right side of the page, there is a login box containing fields for 'Username' and 'Password', a link for 'Forgot Username/Password?', a 'Sign In' button, and a 'Register' button. A red arrow points from the search area towards the 'Register' button, which is also highlighted with a red rectangular border. At the bottom of the page, there is a navigation bar with links for 'Job Seekers', 'Business Solutions', 'Labor Market Information', 'Special Services', and 'Resources'. Below this bar, a link for 'Unemployment Benefits' is visible.

Step 2-1: Register

After clicking the “Register” link you will be directed to a page yielding several registration options. As a prospective new training provider, you will want to select the “Provider” link found in the “Option 3 – Create a User Account” box.

Option 3 – Create a User Account



The blue question mark appears on most pages to provide additional help.

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Register and create a user name and password if you would like your information choices to be saved as you go through *The Source*. Saving these choices will help you move quickly as you use the system this time and in the future.

[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods. Analyst accounts require administration approval before being allowed to access suppressed data.

[Provider](#) - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

As a prospective training provider, you will want to select the second option stating that you “need to create a new account for my institution.” Click *Next* after making your selection.

NEW PROVIDER REGISTRATION



Note: If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click "Cancel" to return to the account creation page.

For help click the question mark icon.

Institution Identification Type

- ☐ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.
- ☒ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel

Next

Step 2-2: Enter User and Institution Information

* indicates required fields.

For help click the question mark icon.

Login Information

*User Name:

*Password:

*Confirm Password:

*Security Question:

*Security Question Response:

Enter Unique User Name (8 - 20 Characters, letters or numbers)

Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are ! @ \$ % ^ & * () _ + . Allowed characters are ! @ \$ % ^ & * () _ + .

Hint to help if you have forgotten your password.

Federal Employer ID

*Federal Employer ID No: or Social Security Number:

Type of Identification: ☐ Social Security Number ☐ Federal Employer Identification Number

Do not enter dashes. Example 999001212

Institution Identification

*Institution Name:

Institution Code/BPA# (if you are a current provider):

Institution Primary Location

*Address 1:

Address 2:

*City:

*State:

*Zip:

[Find Zip Code](#)

Contact Information

Salutation:

*Title:

*First name:

Middle Initial:

*Last Name - (include suffix e.g. Jr, Sr, PhD, etc):

*Contact Phone Number: Ext.

Cell Phone

- All information marked with * is required.
- At the time of application only one user will be on file. Although, after an application has been approved, other users can be added by registering as seen above. The additional user(s) would select "I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account" and fill out the information accordingly.
- Please enter your institution Name exactly as it has been approved by your authorizing /governing body. Please do not abbreviate any parts of it.
- All information entered for your institution must be entered as it has been approved by your authorizing/governing body. Documentation of this approval may be required which you will have to submit to your Local Workforce Development Area (LWDA) Board in order for it to be included with your application.

Continuing to the next screen will take you to a page where your previously entered information has been pre-populated but still allows for edits and additions.

- The "Status" and "LWDA Region" fields are pre-set and cannot be changed. These fields can only be changed by staff.
- Fields beginning with "State Use..." are not applicable and should not contain any information.

The screenshot shows the 'Add a new Provider' page on the TN.GOV website. The page has a sidebar on the left with a 'Menu' section containing 'Services for Providers' (with sub-items: Demand Occupations, Manage Provider Profile, Manage Provider User Profile, Education Services) and 'Other Services' (with sub-items: Assistance Center, Customer Satisfaction Survey). The main content area is titled 'Add a new Provider' and includes a 'Provider Information' section. This section contains various fields, some marked with an asterisk (*) to indicate they are required. The fields include: Status (Active/Inactive radio buttons), LWIA Region (dropdown menu), Linked Employer (text field with a search button), Vendor ID (text field), FEID/SSN (text field), Provider Name 1 (text field), Provider Name 2 (text field), Address 1 (text field), Address 2 (text field), City (text field), State (dropdown menu), Zip (text field), URL (text field with a note to enter a full URL), Type of Business (dropdown menu), and a checkbox for 'This provider is an accredited postsecondary education institution'. There is also a 'State Use 1' field at the bottom. A note states: 'Note: By entering the Zip Code first, the system will automatically populate the City and State fields.' A 'Help' button is located in the bottom right corner.

- If your billing and/or mailing address information are the same as your previously entered main address, you can populate the Billing Address and Mailing Address fields by clicking the appropriate link (i.e. Provider's Main Address)
- After completing all required fields click "Save"

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

Billing Address 1:

Billing Address 2:

* Billing City: Nashville

* Billing State: None Selected

* Billing Zip:

* Attention:

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

* Mailing State: None Selected

* Mailing Zip:

* Mailing Attention:

Save

Cancel

Help

- It is best to answer as many questions and selections as possible, regardless of them being required or not. This aids in your LWDA Board's approval process.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools. Click "Save" after you have completed all fields on this page.

NEW PROVIDER REGISTRATION

My Provider Workspace

My Provider Dashboard
My Provider Account
Directory of Services

Services for Providers

Manage Institution Programs
Demand Occupations
View Reports
Manage Provider Profile
Manage Provider User Profile
Education Services

Other Services

Communication Center
Assistance Center

TN.GOV

TENNESSEE GOVERNMENT

Use this folder to manage the Provider's general information.

General

Locations

Contacts

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs.

For assistance please contact the Department of Labor at 615-741-1031 or Toll Free at 1-800-255-5872.

Provider: ETPL TEST

Provider Details

Status:

Inactive

LWIA Region:

State

Linked Employer:

N/A

Vendor ID:

0

Provider Name 1:

ETPL TEST

Provider Name 2:

Address 1:

220 French Landing Drive

Address 2:

City:

Nashville

State:

TN

Zip:

37243

URL:

Type of Business:

This provider is an accredited postsecondary education institution:

Yes

Bill Address 1:

220 French Landing Drive

Bill Address 2:

Bill City:

Nashville

Bill State:

TN

Step 2-3: Add Satellite Locations where Applicable

My Provider Workspace

My Provider Dashboard
My Provider Account
Directory of Services

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Manage Institution Programs
Demand Occupations
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Use this folder to manage the Provider's location information.

General

Locations

Contacts

Provider: ETPL TEST

Status:

Active

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
16198	ETPL TEST	220 French Landing Drive Nashville TN 37243	None Listed	Active	<a>Edit <a>Contacts

Add Location

- Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the "Edit" link in the Action column.

- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click Add Location and fill in all information as you previously did for your main location and saved.

My Provider Workspace

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- Education Services

Other Services

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- Assistance Center

TN.GOV Add a new provider location

* Indicates required fields. For help click the question mark

Provider Location Information

* Status: ☐ Active ☐ Inactive

* Vendor ID: [Populate with Provider's Vendor ID]

* Location Name 1:

Location Name 2:

* Address 1:

Address 2:

* City:

* State: None Selected

* Zip:

URL:

Billing Address Information

Populate the Billing Address from: Above Address | Provider's Main Address | Provider's Billing Address

* Billing Address 1:

Billing Address 2:

* Billing City:

* Billing State: None Selected

* Billing Zip:

* Attention:

Mailing Address Information

Populate the Mailing Address from: Above Address | Above Billing Address | Provider's Main Address | Provider's Billing Address | Provider's Mailing Address

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

Step 2-4: Add Contacts

- Clicking "Contacts" in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.
- Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the "Locations" tab will display in the drop-down menu. After selecting the location, click "Add Contact."

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Services for Providers

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

TN.GOV Use this folder to manage the Provider's contact information.

General **Locations** **Contacts**

Provider: ETPL TEST

Location Status: Active

Display contacts associated with the selected location of: Any Location

Provider's Contact Details

You currently have no saved contacts

Add Contact

- Provide information associated with the contact person.
- Click the applicable location check box (es) associated with the contact person.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person's information is saved, it will display on the Contacts tab as seen below.

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- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs
- Demand Occupations
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- Manage Provider Profile
- Manage Provider User Profile
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Other Services

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- Assistance Center

TN.GOV Add a new provider contact

Indicates required fields. For help click the question mark icon.

Contact Information

Status: ☒ Active ☐ Inactive

* First Name:

Middle:

* Last Name:

* Contact Title:

* Telephone: - - Ext.

Fax:

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	16198	ETPL TEST	220 French Landing Drive Nashville, TN 37243	Primary

E-mail Address

Primary E-mail:

Notes (2000 characters max)

[Read Our Email Security Policy](#)
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Format Font Size A Help

Step 3-1: Add Programs

You will want to add all programs you would like to go before your Local Workforce Development Area (LWDA) board for approval. It is best to communicate with your LWDA beforehand (see pages 26-28) for your LWDA's contact information) in order to make an informed decision as to which programs to submit with your application.

To add a program:

- Click the "Manage Institution Programs" link found in the "Services for Providers" section of the left side bar.
- Click the "Add Self Service Education Program" button link

NEW PROVIDER REGISTRATION

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Services for Providers

- Manage Institution Programs**
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile

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Use this folder to manage the Provider's program and service information.

Provider: ETPL TEST Show ☐ Active ☐ services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
No data available			

Add Self Service Education Program

- When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code.

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Services for Providers

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Other Services

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Please provide information for the data items listed below.

* indicates required fields.
Provider: ETPL TEST For help click the question mark icon

General Information

*Status: ☒ Active ☐ Inactive

*CIP Code: None Selected
[Search for CIP code]

*Program / Service Name:

Program / Service Description:
(4000 characters max.)

Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

*This program of study leads to:

☐ An industry-recognized certificate or certification
☐ A license recognized by the State involved or the Federal Government
☐ A baccalaureate degree
☐ A secondary school diploma or its equivalent
☐ A measurable skills gain leading to a credential

☐ A certificate of completion of an apprenticeship
☐ An associate degree
☐ A community college certificate of completion
☐ Employment
☐ A measurable skills gain leading to employment

*This program leads to a postsecondary credential or degree: ☐ Yes ☐ No

*WIOA Program: ☐ Yes ☒ No

Completion Level: None Selected

*Attain Credential: None Selected

Other, Specify:

Certification / License Title:

NEW PROVIDER REGISTRATION

Type in your keyword in the box and click “Search.” The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

Please choose a specific program by selecting one of the options below.

[For help click the question mark icon.](#)

[Programs by Keyword](#)

[Programs by Program Area](#)

[Program Listing](#)

[Programs by Occupation](#)

[Programs by Career Cluster](#)

[Programs by Program Code](#)

Search for a program by keyword(s)

Type your keywords in the box and click the Search button.

Transportation

Search

Click [Program Listing](#) to see an alphabetical list of all available program titles.

[For help click the question mark icon.](#)

[Programs by Keyword](#)

[Programs by Program Area](#)

[Program Listing](#)

[Programs by Occupation](#)

[Programs by Career Cluster](#)

[Programs by Program Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Air Transportation, Other. (490199)			✓	✓
Marine Transportation, Other. (490399)			✓	✓
Railroad and Railway Transportation, (NEW) (490208)			✓	✓
Traffic, Customs, and Transportation Clerk/Technician. (520410)			✓	✓
Transportation and Materials Moving, Other. (499999)			✓	✓
Transportation/Transportation Management. (520209)			✓	✓
Ground Transportation, Other. (490299)			✓	
Transportation and Highway Engineering. (140804)			✓	
Aeronautics/Aviation/Aerospace Science and Technology, Gener (490101)				✓
Civil Engineering, General. (140801)				✓
Hydraulics and Fluid Power Technology/Technician. (151103)				✓

- In order for a program to be approved as being a WIOA eligible program you must select Yes for “WIOA Program”
- When entering program information, enter it exactly as it has been approved by your (TN) state authorizing/governing body (i.e. THEC, TBR, SACS, etc)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not
- Once all information has been entered click Save
- After you have saved your information, you will see a summary page with fields to add program information

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Assistance Center

Use this folder to manage the Provider's program and service information.

Provider: ETPL TEST

Self Service Education Program Details

Program / Service Details

Status:

Active

Service Name:

ETPL

Service Description:

Any instructional program in vehicle and equipment operation not listed above.

Service Type:

PS - CRS

Green Job Training:

This program of study leads to:

A secondary school diploma or its equivalent

This program leads to a postsecondary credential or degree:

Yes

Cipcode:

490299 - Ground Transportation, Other.

Date Program First Offered:

06/16/2017

WIOA Program:

This is a WIOA Program.

Pell Grant Eligible:

No

Is this program in a partnership with business?

Program-Business Partnership Description:

Completion Level:

Attain Credential:

Occupational Skills certificate or credential

Other Credential Type:

Certification/License Title:

N/A

Certification/License Type:

Certification or License Does Not Apply

Grievance Procedure:

Refund Policy:

Step 3-2: Add Occupation Details

Click on “Edit Occupation Details” under Program/Service Occupations

Program / Service Occupations

Code	Occupation Title	Provider Title
No data available		

Edit Occupation Details

From here you are to select all applicable occupations. If none exists, click Cancel and continue.

My Provider Workspace

My Provider Dashboard


My Provider Account

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Services for Providers

Manage Institution Programs

Demand Occupations



Select the Occupations for this program from the list below. If an Occupation is selected that is not indicated as being in Bright Outlook, please provide evidence that it is in Bright Outlook.

Provider: ETPL TEST
Program: ETPL
Cipcode: 490299

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
No occupations exist for the CIPCODE selected.		

[For help click the question mark icon.](#)

Step 3-3: Add Cost Details

To add cost information

Select the "Edit Cost Details" link under "Program/Service Cost Details and follow the links as displayed

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the "Add Cost Items" link
- If amount is entered in "Other Costs," please provide an explanation of what the other costs are in the comments box
- Save when complete

Program / Service Cost Details

Cost Title	Cost Value
No data available	
Total Amount	\$0.00

[\[Edit Cost Details \]](#)

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Use this page to manage the cost details associated with the selected program / service.

* indicates required fields. For help click the question mark icon.

Provider: ETPL TEST
Program/Service: ETPL


Service Cost Information

Please ensure that the amounts entered are the costs for 12 Months
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

*Add Cost Items [Add Cost Items]

*Total Amount:



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Click on any cost item below to select it.

Code	Item
149	Total CRS Training Costs

Close Window

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 **TN.GOV**
TENNESSEE GOVERNMENT

Use this page to manage the cost details associated with the selected program / service.

* indicates required fields. For help click the question mark icon.

Provider: ETPL TEST
Program/Service: ETPL

Service Cost Information

Please ensure that the amounts entered are the costs for 12 Months
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

*Total CRS Training Costs:

*Tuition/Fee:

*Books:

*Tools:

*Other Costs:

Comments:

*Total Amount:

Save Delete Cancel

Step 3-4: Select Applicable Locations

You must select the location(s) where the entered program is offered. If you've only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Program / Service Locations

Address	Bill Address
No data available	

[Edit Location Details]

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Please select the location(s) to be associated to this program / service.

* indicates required fields. [For help click the question mark icon.](#)

Program / Service Locations

Provider: ETPL TEST
Program / Service: ETPL

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	ETPL TEST	220 French Landing Drive Nashville, TN 37243	220 French Landing Drive Nashville, TN 37243

Save Cancel

Step 3-5: Program / Service Skills

Click the "Edit Program Skills" link as display below

Program / Service Skills

Selected Skills
No data available

[Edit Program Skills]

- Select the appropriate category from the drop-down menu.
- Select the applicable skill description options that apply to the program by clicking the box(es) that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the "Check All" link

- Click the Save button found at the bottom of the screen when complete

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Communication Center



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Select a skill category and select the skills that will be obtained by students completing this program. Once you have completed selecting the skills click the Save button.

* indicates required fields.

Provider: ETPL TEST

Program: ETPL

Cipcode: 490299

For help click the question mark icon.

Skill Category

Select a category for additional skills:

None Selected

Program Skills

[\[Check All\]](#)
[\[Uncheck All\]](#)

Save

Cancel

* indicates required fields.

For help click the question mark icon.

Provider: ETPLTest

Program: Truck Driving

Cipcode: 490299

Skill Category

Select a category for additional skills:

Transportation

Program Skills

[\[Check All\]](#)

[\[Uncheck All\]](#)

Skill Description	
<input type="checkbox"/>	adhere to government aviation regulations
<input type="checkbox"/>	analyze factors such as weather reports to determine air routes
<input type="checkbox"/>	attach or mark identification onto products or containers
<input type="checkbox"/>	calculate sighting of land using chart or sounding devices
<input type="checkbox"/>	captain water vessels
<input type="checkbox"/>	compare shipment contents to records
<input type="checkbox"/>	complete record of production
<input type="checkbox"/>	compute position, set course, or determine speed of vessel
<input type="checkbox"/>	conduct preflight or in-flight tests or checks of aircraft equipment
<input type="checkbox"/>	coordinate flight activities with ground personnel
<input type="checkbox"/>	couple or uncouple railroad cars
<input type="checkbox"/>	deploy running gear on watercraft
<input type="checkbox"/>	design transporting processes
<input type="checkbox"/>	determine loaded cargo complies with regulations or specifications

- Select the applicable skill description options that apply to the program by clicking the box(es) that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the "Check All" link
- Click the Save button found at the bottom of the screen when complete

Step 3-6: Enter Program Performance Information

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
No data available										
Edit Program Performance										

- Click the “Edit Program Performance” link to add performance information for your program
- You will need to enter performance data for the most recent full year which you are to select from the “Program Year:” drop-down menu.

Program / Service Performance

*Program Year: 2016

Program	Completion Rate	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Employment Rate Related Occupation
Overall	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
WIOA	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

Program / Service Performance Summary

Total number of program participants who exited the program during the program year.

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year.

Total number of program exiters who obtained a recognized postsecondary credential during participation or within one year after exit.

Total number of program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 2nd quarter after completion of the program.

Total number of program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 4th quarter after completion of the program.

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

MEDIAN hourly wage of all employed completers at 2nd quarter after exit.

WIOA Program / Service Performance Summary

Total number of WIOA program participants who exited in the program during the program year.

Total number of WIOA program participants who completed (earned certificate, diploma, etc.) the program in the program year.

Total number of WIOA program exiters who obtained a recognized postsecondary credential during participation or within one year after exit.

Total number of WIOA program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 2nd quarter after completion of the program.

Total number of WIOA program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 4th quarter after completion of the program.

Total number of WIOA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

MEDIAN hourly wage of all employed WIOA completers at 2nd quarter after exit.

- Programs being submitted for approval will not have WIOA performance information
- Please provide a short description as to how your performance is measured in the box provided
- Once complete, click the Save button
- It is important to enter this information as it is used by the Local Workforce Investment Development Boards in their decision making process when approving new programs and providers

Step 4: Confirm Your Application

- Click the "Edit Confirmation" link

Program / Service Application Confirmation	
Agreed to the confirmation statement:	No
Submit program for WIOA Approval:	No
	[Edit Confirmation]

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to "Yes, submit this program for WIOA Approval."
- Click "Save" when done

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- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

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- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

Other Services

- Communication Center
- Assistance Center

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* Indicates required fields.

Provider: ETPL TEST

Program: Transportation

Cipcode: 520209

Program / Service Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.
The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☒ Yes, I agree to the above statement.

Indicate if you want to submit this program for WIOA Review and Approval at this time:

☒ Yes, submit this program for WIOA Approval.
☐ No, do not submit this program for WIOA Approval

Save Cancel Help

Review Status:

To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

Program / Service Review Status

This program / service has not been reviewed.
WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:	Applied For
Application Status:	Not Reviewed
Review Status:	
Reapplication Date:	
Eligibility Type:	
Expiration Date:	

Return to Service List

Step 5: Submit Documentation to Your LWDA

After you have submitted your application for approval you will need to submit all supporting documentation to the LWDA where your institution is located. The LWDA contacts are listed below. At minimum, you will need to submit documentation of your school's approval to operate and offer training within the state of Tennessee. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of the institution's Certificate of Authorization along with a copy of any program approval letters that apply to the programs submitted in the prospective provider's application. The program approval letter(s) should show the approval of your program's name, cost, length and credential. Please note that your supporting documentation aids your LWDA in their approval process. If you have any questions regarding documentation please contact your LWDA listed below.

LWDA CONTACTS

Northeast:

[Serving Carter, Johnson, Sullivan, Washington, Hancock, Hawkins, Greene & Unicoi Counties]

- **Tammy Sluder**, Tsluder@ab-t.org
- Phone 423-547-2927
- P.O. Box 249 Elizabethton, TN 37644

East:

[Serving Claiborne, Cocke, Grainger, Greene, Hamblen, Jefferson, Knox, Sevier, Blount, Monroe, Loudon, Roane, Anderson, Campbell, Scott, Morgan & Union Counties]

- **Melinda Watson**: mfrost@ethra.org
- (423)-587-7036 Fax: (423)-585-6769
- Phone: (865) 544-5200
- Victor Oakley: Voakley@ethra.org
- (865)-483-7474 x 7107
- 500 S Davy Crockett Pkwy, Morristown, TN 37813

Upper Cumberland:

[Serving, Cumberland, White, Warren, Cannon, Putnam, De Kalb, Smith, Overton, Fentress, Pickett, Clay, Jackson, Van Buren, & Macon Counties]

- **Becky Hull** Bhull@Ucworkforce.org
- Phone: 931-520-9511
- 580 South Jefferson Avenue, Suite B, Cookeville, TN 38501
- **Jill Cloyd** jclloyd@ucworkforce.org
- Phone: 931-520-9590

SOUTHEAST

[Serving Bledsoe, Bradley, Hamilton, Grundy, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]

- **Beth Keylon**, bkeylon@sedev.org
- Phone : 423-424-4214
- 5600 Brainerd Road – Suite A-5, Chattanooga, TN 37411

SOUTHERN MIDDLE

[Serving Bedford, Coffee, Franklin, Lincoln, Moore, Bedford, Marshall, Giles, Maury, Lawrence, Lewis, Hickman, Perry, & Wayne Counties]

- **Wendi Jones** WJones@sctdd.org

- 101 Sam Watkins Blvd.
- Mt. Pleasant, TN 38474
- 931-279-4192

NORTHERN MIDDLE

[Serving Cheatham, Davidson, Wilson, Trousdale, Rutherford, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- **Suzie Bourque**, Susie.Bourque@Nashville.gov
- Phone: 615-862-8890 Ext 77412
- Fax to (615) 862-8910
- 1417 Murfreesboro Pike, Nashville, TN 37217

SOUTHWEST

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- **April Brown**, Aprilb@Swhra.org
- **Jimmy Bell**, jbell@Swhra.org
- Phone: 731-983-3688 or 731-435-0728
- Fax: 731-983-3149
- 1527 white Avenue, Henderson, TN 38340

NORTHWEST

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley Counties]

- **Laura Speer**; Speer@nwtworks.org
- 731-286-3585
- 708 E Court St, Dyersburg, TN 38024
- **Jennifer Bane**, jbane@nwtworks.org not sure
- Phone: 731-286-3585, ext. 15
- 313 West Cedar St. Dyersburg, TN 38024

GREATER MEMPHIS

[Serving Fayette, Lauderdale, Tipton & Shelby Counties]

- **Lora Y Mendezu**, lora.young@workforceinvestmentnetwork.com
- Phone: 901-636-7978
- 480 Beale St, Memphis, TN 38103

Step 6: Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Investment Area Board to be processed and voted on for possible placement onto the Eligible Training Provider List.

Wait for LWDB Response

The wait time between submitting a New Provider Application and receiving a response from your LWDB depends on several different factors. Two of those factors are the meeting schedule of your LWDB and your date of submission. If your application is submitted after your LWDB has met, you must wait until their next meeting to obtain a decision on your addition to the ETPL. Thus, to expedite the approval process, contact your LWDA for information concerning their application deadlines. To find the contact information for your LWDA, please reference pages 24-27 above or visit <http://www.tn.gov/workforce/topic/find-local-help> for additional contact information.

Each LWDB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWDB's criteria for approval should be obtained directly from your LWDB.

Step 7A: Your LWDB Has Approved Your New Provider Application

If the LWDB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWDB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the "Education and Training Data" link under the Special Services column.

TN Department of Labor & Workforce Development

JOBS4TN.GOV

Keyword Zip Code or City Search

Username Password

Forgot Username/Password?

Sign In Register

Job Seekers Business Solutions Labor Market Information Special Services Resources Unemployment Benefits

Education and Training Data

Adult Education Paychecks for Patriots Job Fairs & Events

En Español

108 150,417 1,795

From here you can click the “Training Providers and Schools” link to search or view providers.

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JOBS4TN.GOV

Please select from the Education Services options listed below.

[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

[ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.

[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.

[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

[Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.

JOBS4TN.GOV Related Items

[Adult Education Services](#)

From here you can enter your school's name in the Keyword search box and click Search or select your school's name via the Provider Listing tab.

NEW PROVIDER REGISTRATION

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Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

For help click the question mark icon.

Provider Search

Provider Listing

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University):

[Keyword Search Options](#)

Provider Type:

Provider Ownership:

Workforce Innovation & Opportunity Act Eligible Training Provider:

[Eligible Training Provider List explanation](#)

Location Type:

Program provides training for [Green Jobs?](#)

[Reset Criteria](#)

Search

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Workplace Training


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[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

[ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.

[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.

[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

[Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.

- After selecting your school you will be able to see details on program information by clicking ETPL Approved Programs.
- After being added to the ETPL, all 13 LWDAs are notified via email of your institution's addition to the ETPL.

- All approved ETPL providers are responsible for submitting quarterly report information to the state office. The provider's contact person will be emailed and provided the following documents and information:
 - Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
 - Blank Quarterly Report Template
 - All training providers that appear on the ETPL are required to submit data quarterly to the TDLWD in the form of a quarterly report.
 - Quarterly Report Formatting Instructions to aid in completing your quarterly report.
 - Exemption Claim Form to be used for quarterly report submission until a WIOA student enrolls at your institution. After the enrollment of your first WIOA student you will begin to submit quarterly reports.

Step 7B: Your LWDB Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Development Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIOA Section 122(c)(1)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
 - (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
 - (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
 - (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIOA Section 122(c)(1)]

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.